

Thomas Jefferson Health District

Guidelines for Obtaining a Temporary Food Establishment Permit

A temporary food establishment will comply with the requirements of Rules and Regulations of the Board of Health, Commonwealth of Virginia, Governing Food Establishments, except the regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the food establishment, may prohibit the sale of some or all potentially hazardous foods, and, when no health hazard will result, may waive or modify requirements of these regulations.

The purpose of these requirements is to reduce risk factors known to contribute to foodborne illnesses associated with temporary food establishments. Risk factors include improper/poor personal hygiene and ill employees, contaminated equipment, inadequate cooking temperature, improper holding temperatures, and unapproved food and water source. Inspections of the temporary food establishments will be conducted by the Health Department to ensure that the operator has implemented control measures to reduce and/or eliminate the conditions associated with these risk factors.

The following requirements address the safe handling, preparation, storage, transportation and protection of food items prepared and served to the public from temporary food establishments at events such as carnivals, fairs, and festivals.

A Temporary Food Establishment is a food establishment facility that operates at a fixed location for no more than 14 consecutive days in conjunction with a single event or celebration.

Please read and follow these application procedures and event guidelines carefully. They are intended to answer questions about the operation of a temporary food establishment.

*Completion of the Self Inspection Form will help insure a successful on-site inspection resulting in issue of operating permit.

A \$40 fee will be charged for the first application received each calendar year. Only certain organizations are exempt from the fee under Section 35.1-25 of the Code of Virginia. These organizations include churches, fraternal, school and social organizations, volunteer fire departments and rescue squads. (If you have questions about whether your organization meets exemptions please contact the health department).

Application Procedures:

1. Read the **Equipment and Facility requirements for Operating a Temporary Food Establishment**. Check to see if your proposed food facility will meet these requirements.
2. Complete the **“Application for a Temporary Food Establishment Permit”**. Make sure to complete all sections of the application, especially the proposed menu, preparation procedures and contact information. The Application should be received by the appropriate Health Department at least 10 days prior to the event to allow sufficient review time. Late or incomplete applications may delay processing, restrict menu or be rejected. The location of the event determines the appropriate Health Department. **Note:** The Thomas Jefferson Health District cannot process temporary food establishment permit applications before receiving the Event Coordinators Application.
3. Submit the \$40 per calendar year Temporary Food Establishment Permit fee with application. A fee is due from all temporary food vendors except those defined previously. If fee has been paid in a different health district for the current year the applicant must provide a copy of receipt to verify payment.
Note: Owners with multiple units will pay only one \$40 fee.

Make all checks payable to Thomas Jefferson Health District, a credit card payment can be accepted by calling 434-972-6219. NOTE: no fees can be collected on site of temporary event by health department personnel.

Notes of Importance:

- The applicant will comply with all requirements of the Virginia Food Regulations. If violations are found, the operator must take corrective action immediately or as otherwise specified by the health inspector. Failure to comply with these provisions may result in a delay in issuing the permit or the closure of the operation until the violations are corrected and a re-inspection is made. Noncompliance may also affect issuance of a permit at future events. The operator shall be advised that continuing or flagrant violations are ground for suspension or revocation of the permit and immediate cessation of operations.
- Permits are not transferable to another party or event and are valid only for the date, time and location specified.
- Only those food items listed on the application can be served unless changes are approved by the Health Department in advance.
- All food preparation must be done on site or properly transported from an approved permitted food facility.
- No temporary restaurant shall open for business until a field inspection has been completed, a permit issued, or exempt status has been approved.

- The temporary event permit or Cooking for Crowds certificate of waiver must be posted in public view.
- Only potentially hazardous foods requiring limited preparation are to be prepared and served on site unless extensively prepared food can be safely prepared, served, and stored on site. Proposals to prepare and serve extensively prepared foods on site must be evaluated and approved by the Thomas Jefferson Health District.
- Due to inherent risk of transporting, holding and preparing raw meats, bulk cooling of prepared foods and thawing foods at a temporary event it is discouraged by the Thomas Jefferson Health District.
- An Environmental Health Specialist Senior will review your application for completeness and will contact you to discuss your application before the event. Approval for a permit may be given verbally over the phone, sent to you by fax or email or issued after an inspection of your set up before the event begins. You must receive approval for your temporary establishment permit before you can serve food. (Exceptions: If you have a current mobile unit permit issued in Virginia or you are one of the exempt groups with a current Cooking for Crowds Certificate of Waiver issued in Thomas Jefferson Health District).

I. Equipment and facility requirements for operating a temporary food establishment:

1. Overhead protection, such as a roof, tent, canopy or other effective covering, is required over all food/beverage operations. Exception: Cooking equipment such as grills and BBQ cookers that sit outside the confines of a tent or mobile unit shall be lidded to protect food from possible contamination while foods are cooking. Walls and ceilings are to be constructed of materials that protect the interior from the weather and windblown dust and debris. Web tents are not approved.
2. A floor may be concrete (if graded to drain), machine laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud..
3. Adequate counters, storage shelves, etc., are to be provided for preparation, display, service and storage of food related items. Placing of foods or food containers on floor or ground is prohibited.
4. Ice dispensing facilities shall include easily cleanable self-draining containers and scoops.
5. All food equipment and utensils must be of food-contact approved materials, easily cleanable construction and kept in good repair. Equipment must be located and installed in a way that facilitates cleaning and protects against food contamination.

6. Use only food grade water hoses, when applicable.
7. Adequate artificial light must be provided if night-time operations are conducted. Light bulbs must be shielded, coated, or otherwise shatter-resistant.
8. Appropriate and adequate wastewater disposal must be provided. Disposal facilities and procedures are to ensure that all wastewater from sinks, hand washing, ice storage facilities, equipment drains, or other sources are disposed of in an appropriate manner. Disposal of wastewater onto the ground is prohibited.
9. An approved hand washing facility must be provided with the minimum of warm water, liquid soap, and individual paper towels. Exception: if only commercially pre-packaged foods are dispensed in original containers a hand wash station is not required. The spigot shall be of a design that allows a free flow stream of water without touching the mechanism. A covered wastewater receptacle shall be located beneath this spigot. (See example set-up for handwashing and utensil washing station).
10. A properly plumbed three basin sink with hot and cold running water or three containers of adequate size shall be available for the washing, rinsing and sanitizing of food contact surfaces. Each basin is to be large enough to accommodate the largest item that will need cleaning. Enough hot water for these purposes shall be provided, as well as chemical test papers used for checking the concentration of the sanitizing solution. (See example set-up for handwashing and utensil washing station). Off site cleaning and sanitizing of equipment at a central facility **may** be approved on an individual basis. Adjacent permit holders may share three compartment set ups. Also, permit holders may provide multiple sets of utensils to offset the need to wash and sanitize dirty utensils.

II. Operating Practices

All food service operations must conform to accepted practices including but not limited to the following:

1. Food handlers are to follow approved procedures in preparing and serving food including:
 - i. Hands are to be washed frequently especially before beginning work, after using restroom, smoking, performing cleaning activity, handling money, or changing tasks.
 - ii. No bare hand contact with ready to eat food is allowed. Use suitable utensils such as deli tissue, spatulas, tongs or single use gloves.
 - iii. Wear clean outer garments.
 - iv. Hair restraints are work such as hats, sun visors, nets or other hair covering that effectively keeps hair from contacting exposed food and food contact surfaces.
 - v. No eating, drinking, smoking, or animal handling is allowed in food preparation or service areas.
 - vi. No person experiencing vomiting, diarrhea, jaundice, sore throat with fever within the last 48 hours is to be a food handler.

2. All potentially hazardous foods shall be kept at proper temperature (41°F or below or 135°F or above) at all times, except when actually being prepared or served. A suitable chef's thermometer for determining the temperature of such foods must be available and used to ensure the maintenance of required temperatures. Each cold holding unit shall be equipped with a standard refrigeration-type thermometer.
3. All food to be sold must be purchased from an approved source. Receipt for verification of sources may be required.
4. All cooked or prepared foods are to be served on single-service paper or plastic utensils. Spoons, forks, etc. shall be in single-service paper or plastic or otherwise properly protected and discarded after use.
5. All condiments are to be in individual packets, squeeze or pump bottles or added by employees.
6. Non dairy creamer and sugar shall be in individual packets or shaken from enclosed dispensing containers. Individual sterilized milk or non-dairy creamer products requiring refrigeration are discouraged, and if used must be refrigerated at 41°F or less.
7. All packaged foods shall be stored so as to be protected from flies, rodents, dust and other forms of contamination.
8. Adequate waste receptacles shall be provided for all trash and food waste. Plastic liners shall be provided for all containers to reduce odors and fly breeding. Daily trash pick-up should be provided. A minimum of two exterior trash receptacles are recommended immediately outside of the operation.
9. Appropriate chemical test papers used for checking the concentration of any sanitizing solution used must be provided.
10. Wiping clothes used for wiping food spills are to be used for no other purpose and stored in sanitizer at all times unless disposable towels and spray bottle of sanitizer are used.
11. A Person-In-Charge (PIC) will need to be available at all times.

A. Personal Hygiene

1. No person with symptoms of flu, gastrointestinal upset including nausea, vomiting and diarrhea, sore throat with fever, sinusitis, cough, jaundice, an open draining wound on the hands or arms, or with a diagnosis of illness due to Salmonella, Shigella, Escherichia coli, Norovirus, and Hepatitis A virus shall not work as a food handler or where food is prepared or served.

2. While on duty, all food service personnel must wear clean outer garments, maintain a high degree of personal cleanliness, and conform to accepted hygienic practices, including proper hand washing. Effective hair restraints (hair nets, caps, sun visors, etc.) shall be worn.
3. Eating, drinking, and tobacco use is prohibited in food preparation and service areas. Food handlers that use tobacco eat, or drink must wash their hands before returning to work.
4. While preparing food, food handlers may not wear jewelry (other than plain wedding band) on their arms or hands.
5. **Hands must be washed frequently.** Heated water (100 °F) must be provided for handwashing. An insulated water cooler or electric coffee/tea urn with a spigot is the preferred method if a mobile hot water sink is not available. (See example set-up for handwashing and utensil washing station).

B. Food and Beverages

1. All products, including beverages, ice and water must come from an approved commercial source that complies with law. **Food prepared in a private home may not be used or offered.** Exception: Prepackaged non-potentially hazardous foods that have been prepared in a Virginia Department of Agriculture and Consumer Services (VDACS) approved/inspected kitchen.
2. All potentially hazardous foods (PHF's) i.e. meat, fish, poultry, cooked rice/noodles/pasta, milk and dairy products, eggs, etc. **must be prepared on site** or obtained from a food establishment with a valid Health Department permit or under inspection with VDACS. All foods prepared prior to the event must be noted on the application and approved by the Health Department. Only those potentially hazardous foods requiring limited preparation should be prepared or served.
3. All PHF's must satisfy safe temperature requirements during storage, preparation, transportation, display, and service. Internal potentially hazardous food cooking temperatures shall be no less than the following:
 - **Cooking poultry**—165⁰ F;
 - **Cooking ground beef and ground pork**—155⁰ F;
 - **Cooking pork**—145⁰ F;
 - **Reheating a PHF**—rapidly to 165⁰ F. Potentially hazardous foods shall be transported and held according to the following:
 - i. **Cold foods**-- 41⁰ F or lower;
 - ii. **Hot foods**-- 135⁰ F or greater.
 - iii. Adequate equipment must be provided to maintain these temperatures.
 - iv. Equipment for rapid reheat of PHF's to 165⁰ F is required (steam tables/crock pots), canned heat is prohibited for reheating. The operator must demonstrate that he/she will have equipment to meet these temperature goals.

4. Food must be protected from cross contamination by:
 - i. Separating raw animal foods during storage, preparation, holding and display from:
 - a. Raw ready-to-eat food including other raw animal food.
 - b. Cooked ready-to-eat food.
 - ii. Except when combined as ingredients, separating different types of raw animal foods from each other such as beef fish, lamb, poultry during storage, preparation, holding and display by:
 - a. Using separate equipment for each type of food.
 - b. Preparing each type of food at different times or in separate areas.
 - iii. Cleaning and sanitizing equipment and utensils:
 - a. at least once every 4 hours or use
 - b. before each use with a different type of raw animal food
 - c. each time changing from working with raw to working with ready to eat foods
 - d. Between uses with raw fruits and vegetables and with potentially hazardous food
 - e. Before using or storing a food thermometer
 - f. At any time during operation when contamination may have occurred.
12. Potentially hazardous food items offered for sale/sample should be prepared on a daily basis.
13. Commercially prepackaged foods, canned foods and bottled containers may be stored on drained ice. Beverage containers are not to be submerged. Packaged food (such as sandwiches) may not be stored in direct contact with ice or water if food is subject to entry of water because of the nature of its packaging, wrapping or container or its positioning in the ice or water. Potentially hazardous food cannot be stored in un-drained ice (cooler drains must be open and drip pans provided to collect wastewater).
14. Vegetables must be washed prior to preparation and service. Lettuce, cabbage, sprouts, and other hard to clean vegetables should be purchased from an approved source pre-washed.
15. All food, equipment and utensils must be kept under overhead protection at all times. Any food storage, preparation, displays, or cooking must be protected from contamination by the public. Food, ice, and single service utensils must be covered to protect against contamination from dust, rainwater, and insects. All food supplies (including condiments) must be stored in clean containers, off the ground, and under overhead protection. This includes coolers storing food and ice but not bottled or canned beverages. If food is prepared on the front line, a sneeze guard or a separation of at least thirty (30) inches between any food and the public must be provided. All food, utensils, and single service items must be stored six (6) inches or more off the ground.

16. All condiments must be served in single use packets or individual containers. Open bowls, jars, or bottles are prohibited. If individual packets/containers are not available, food handlers must add condiments or ingredients requested by the patron.
17. Thawing potentially hazardous foods at room temperature or ambient air temperature is prohibited. Approved methods are:
 - i. Under refrigeration below 41⁰ F
 - ii. In the cooking process
 - iii. Under running water in a sink plumbed to an approved sewage system.
18. Foods that are contaminated, outside of the allowed temperature ranges, or adulterated in any way are subject to immediate condemnation. When these foods become contaminated by employees or consumers, unsafe or adulterated, they must be discarded or rendered unusable.
19. Working containers holding unidentifiable foods must be labeled with common name.

Thomas Jefferson Health District Contact Information			
Office	Mailing Address	Phone	Fax
Albemarle –Charlottesville	PO Box 7546 Charlottesville Va. 22906	434-972-6219	434-972-4310
Fluvanna County (Palmyra)	PO Box 136 Palmyra, VA 22963	434-592-1965	434-591-1961
Greene County (Stanardsville)	PO Box 38 Stanardsville, VA 22973	434-985-2262	434-985-4822
Louisa County (Louisa)	PO Box 336 Louisa, VA 23093	540-967-3707	540-967-3706
Nelson County (Lovingston)	P.O. Box 98 Lovingston, VA 22949	434-263-4297	434-263-4304

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Thomas Jefferson Health District
Thomas Jefferson Health District
1138 Rose Hill Drive
Charlottesville, V. 22906
434-972-6259/ Fax 434-072-6221

TEMPORARY FOOD ESTABLISHMENT SELF INSPECTION FORM

Do Not Return this to the Health Department. Items should be reviewed by person in charge of food service establishment to ensure all elements are in place prior to inspection by health department or start of food service operation.

Item	Area of Concern	Complete
1	Review Temporary Food Establishment Guidelines	
2	Proper food handling and employee hygiene reviewed with workers	
3	Food Source: approved, in sound condition, no spoilage	
4	Potentially hazardous foods maintained at proper temperature during transportation, storage, preparation, cooking, holding and serving	
5	Food protected from contamination: wrapped, sneeze guards/shields/barrier, stored 6"+ off the ground.	
6	Adequate facilities available to maintain proper food temperatures (refrigerator, freezer, drained coolers with ice, etc.) Cold food maintained at 41 °F or less. Hot foods maintained at 135° F or higher	
7	Thermometers provided: Metal stem or digital food measuring 0-220° F. Thermometers for each cooler or refrigerator	
8	Ice stored in self-draining cooler with catch basin, scoop stored in ice with handle pointing up, in clean container or on clean surface	
9	Review and observe good employee hygiene, frequent handwashing at designated handsink with hot water using proper procedure, appropriate use of gloves, no illness, clean clothing, proper hair restraints, no hand jewelry other than plain wedding band	
10	Ensure hand and ware washing stations with hot water in container with free flowing spout, liquid hand soap, disposable towels, and catch covered catch basin are set up prior to beginning operations	
11	Equipment thoroughly cleaned prior to the event, kept clean, stored properly	
12	Proper facilities to wash, rinse, and sanitize equipment and utensils having three basins large enough to accommodate the largest piece of equipment to be cleaned, with hot soapy water, clear rinse water, sanitize basin	
13	Sanitizer test strips available for sanitizer being used such as chlorine with chlorine test strips or quaternary ammonium with quat. test strips	
14	Water from approved source, hot and cold water available, food grade hoses are used if applicable	
15	Single service items stored and dispensed individually wrapped or in dispenser with handles up	
16	Adequate approved disposal of sewage, all waste water, grease, and garbage	
17	Overhead protection (tent, umbrella, etc.) to cover entire food operation.	
18	Lighting shielded if applicable	

19	All grills used are lidded	
20	Access to cook area, storage area, and serving area are restricted from public or non-employees	
21	Wiping cloths are clean and stored in sanitizer. Paper towels and spray bottle of sanitizer may be used in place of wiping cloths	
22	All toxins are labeled and stored away from food and single service items	
23	Ground cover for entire food processing area available if ground is dusty, muddy. or gravel it must be covered with mats, removable platforms, duckboards, or other suitable approved materials	
24.	Person-In-Charge (PIC) knowledgeable in food safety is available during all hours of operation.	

Remember if you have any questions contact the Health Department

EXAMPLE OF SET-UP FOR HANDWASH STATION AND UTENSIL WASHING STATION

- ❑ Every concession shall have a functional handwash station. All set-ups shall be provided with a water container with a spout that can be opened to obtain a free flowing stream of warm water for handwashing purposes.
- ❑ The number of handwash stations to be provided will depend upon the layout of the concession. A handwash station shall be available to workers in all food preparation and handling areas, as well as the utensil washing station area.
- ❑ Liquid soap and paper towels shall be supplied at each handwash station.
- ❑ An approved sanitizing agent shall be provided, and the concession shall have access to test papers for monitoring concentrations.
(Chlorine: 50-100 ppm; Quaternary ammonium: 200 ppm)
- ❑ The operator of the concession shall have a way to create warm water for handwashing and utensil/container washing purposes.
- ❑ Covered buckets with handles shall be provided for handwashing and dishwashing areas as a means to collect wastewater. These containers will also be used to transport wastewater to the bulk containers provided by the coordinators of the event.
- ❑ All hoses for connection to water spigots shall be constructed of food-grade materials and used for no other purpose.

